

NATIONWIDE
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4800; DSN 853-4800
WEBSITE: <http://dema.az.gov/>

TITLE 32 EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT

NATIONAL GUARD MEMBERSHIP IS REQUIRED: This is an excepted service position that requires membership in a compatible military assignment in the National Guard. Selectee will be **required to wear the military uniform.**

ANNOUNCEMENT NUMBER: 18-544T OPENING DATE: 30-Oct-18 CLOSING DATE: 12-Dec-18

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

Supply Systems Analyst, GS-2003-09, E-4/SrA - E-7/MSgt, D1402P01

APPOINTMENT FACTORS: OFFICER ☐ WARRANT OFFICER ☐ ENLISTED ☒

KNOWN PROMOTION POTENTIAL: NONE

SALARY RANGE:

\$52,229.00-\$67,899.00 PA

SUPERVISORY ☐ MANAGERIAL ☐

NON-SUPERVISORY/NON-MANAGERIAL ☒

LOCATION OF POSITION:

161st Air Refueling Wing

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be received by close of business (1530 MST) on the closing date shown above or if mailed postmarked no later than the closing date. The Human Resources Office will not accept applications that are mailed at government expense, exceptions to hard-copy delivery may be considered on case-by-case basis. Please contact 602-629-4826/4834 for consideration. Faxed applications will not be accepted.

AREA OF CONSIDERATION:

This position is in the Federal/Excepted Civil Service and is **open to current members and those eligible for membership in the Arizona Air National Guard.** Individual selected will receive a **Permanent Appointment** after successful completion of a one year trial period. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will require a military medical records screening if applicable, to be completed prior to appointment, and/or may be required to take a pre-employment medical screening examination dependent on the position type and military medical records screening results.

INSTRUCTIONS FOR APPLYING: Individuals applying for vacancies with the Arizona National Guard may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Application documents must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary.

Applicants **MUST** submit a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement) or a separate document explaining how they meet each Knowledge, Skill and Ability listed below and a Resume or the Optional Form 612. Applicant **MUST** submit complete RIP and/or other documentation to verify possession of AFSC.

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending

dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a current member of the Arizona Air National Guard, (161st ARW) and be able to qualify for the following AFSC: 2S0X1

- Federal employment suitability as determined by a background investigator.
- May be required to successfully complete a probationary period.
- Participation in the Direct Deposit/Electronic Funds Transfer Program.
- Military Uniform must be worn.
- Applicants must maintain membership and employment in the National Guard in the military grade listed in this announcement.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

Relocation Incentive may be offered: YES ☐ NO ☒
PCS may be offered: YES ☐ NO ☒

NOTES:

NOTE: This position is subject to rotating shifts, night shifts, and weekends/holidays.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Practical knowledge of a wide range of supply management programs, functions, concepts, and work processes; and a broad understanding of interrelated activities involving the supply process; to apply judgment, analysis, provide customer services, and resolve problems.
2. Knowledge of computer hardware and software applications to assist specialists in enhancing support to customers, resolve operational problems, and sustain support when mainframe computer sources are not available.
3. Knowledge of computer technology/methodology. Serves as the primary computer expert and point of contact for interfaced systems. Uses such knowledge to program problems and develop alternative processing methods to maintain essential support while programs are being corrected
4. Knowledge of computer security risks and protective measures to protect the integrity of automated databases.
5. Knowledge of analytical methods and problem solving techniques.

SPECIALIZED EXPERIENCE: Must possess at least **24** months experience, education, or training dealing with cost estimates, budgets or funding management. Experience conducting extensive searches for required information; reconstruct records for complex supply transactions; and/or provide supply operations support.

BRIEF JOB DESCRIPTION: This position is located in the Operations Compliance Function, Logistics Readiness Squadron (LRS), Mission Support Group, 161st Air Refueling Wing, Phoenix, Arizona. The purpose of this position is to plan, organize, and administer the operation of automated system in support of the LRS. A broad knowledge of operations and automated system is required to assist managers and specialist in managing programs. Serves as the primary point of contact to ensure the effective operation of computer hardware and software.

SELECTING OFFICIAL: SMSgt Elizabeth Henion (elizabeth.a.henion.mil@mail.mil) (602) 302-9206
